

# **Constitution of Barnes Literary Society**

## **1. Name**

The name of the Society shall be Barnes Literary Society ("the Society").

## **2. Aim**

The aim of the Society shall be to make literary talent available for the enjoyment of people in the local area.

## **3. Objects**

To offer a regular opportunity for people with an interest in literature to hear speakers on a wide variety of literary topics and to participate together in informal discussion; to inform members of local literary events and to offer them information on visits to places of literary interest.

## **4. Membership**

- (i) Subject to paragraph (iv), membership shall be open to any person living in Barnes or Mortlake or any person outside that area whose application is accepted by the Committee
- (ii) Members shall be required to pay an annual subscription of such amount as shall be determined from time to time by the Committee. Subscriptions shall be payable by 30 September in each year. Any member whose subscription is not paid by 31 October of the current subscription year may be deemed to have ceased membership by resolution of the Committee
- (iii) Only paid up members of the Society shall be eligible to vote at General Meetings
- (iv) The Committee shall have power to prescribe an overall limit in the number of members of the Society from time to time and all applicants during a period when such a limit has been prescribed shall be placed on a waiting list in the order in which their applications have been made.

## **5. Honorary Officers**

- (i) The Officers of the Society shall be the Chairman, the Vice Chairman, the Honorary Secretary and the Honorary Treasurer
- (ii) The Committee shall have the power to elect Patrons.

## **6. Annual General Meeting**

- (i) The Annual General Meeting of the Society shall be held in each calendar year not later than 30 September to carry out the following:
  - (a) to adopt, if approved, the Annual Report of the Committee, and the accounts of the previous year
  - (b) to elect the Officers
  - (c) to elect members of the Committee
  - (d) to approve the rates of subscription
  - (e) any other business, including resolutions of which proper notice has been given
- (ii) Not less than 21 days' notice shall be given to members of the Society of the date of the AGM
- (iii) Not less than 14 days' notice shall be given to members of the Society of any resolution to be moved by the Committee
- (iv) Not less than 30 days' notice shall be given to the Secretary of any resolution to be moved other than by the Committee

- (v) No resolution submitted to the AGM, other than a resolution in respect of which due notice has been served, or a resolution to call a Special General Meeting (see below), shall be valid
- (vi) Nominations for the posts of Officers and Committee Members must be received by the Chairman or Honorary Secretary at least 7 days before the date of the AGM.

### **7. Special General Meeting**

- (i) A SGM of the Society shall be called within 21 days of the following:
  - (a) a request by the Committee
  - (b) a resolution to that effect passed at an AGM
  - (c) the receipt of a request in writing signed by not less than one half of the members, stating the purpose of such a meeting and the terms of any resolution to be moved
- (ii) Not less than 14 days' notice shall be given to members of the Society of the date of any SGM and the terms of any resolution to be moved.

### **8. Procedure at General Meetings**

- (i) Any resolution shall be carried by a simple majority, with the Chairman having a second or casting vote in the event of a tied vote, (other than changes to the Constitution – see 12)
- (ii) In the event of more than one nomination for an office, election shall be by show of hands.

### **9. The Committee**

- (i) The Committee, which shall be responsible for the general running of the Society, shall consist of:
  - (a) the Officers of the Society and not more than three other members of the Society elected at the AGM
  - (b) not more than four members of the Society co-opted by the Committee
- (ii) The members of the Committee, including the Chairman and other Officers, shall be elected annually.

### **10. Meetings of the Committee**

- (i) The Committee shall hold at least two meetings each year and not less than four days' notice shall be given to the Committee Members of each Committee meeting
- (ii) There shall be a quorum when at least four members of the Committee are present at the meeting
- (iii) The Chairman, or in his/her absence, the Vice-Chairman, shall act as chairman at Committee meetings. If the Chairman and Vice-Chairman are absent from any meeting, the Committee Members present shall choose one of their number to be chairman of the meeting before any business is transacted
- (iv) Every matter shall be determined by majority agreement of the Officers and Committee Members present. If a vote is required, and in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

### **11. Funds**

- (i) All funds raised by the Society shall be devoted only to the objects of the Society
- (ii) The Treasurer shall keep proper accounting records which shall be available for inspection by Members of the Society on request

- (iii) The Accounts shall be made up for the year ended 30 September in each year, examined by a suitably qualified person independent of the Committee, approved by the Committee and submitted to the AGM
- (iv) Any surplus of funds at the end of a year for which accounts have been made up shall be carried forward to the following year
- (v) If it is thought necessary to dissolve the Society, due notice of a resolution to dissolve shall be given and the matter shall be decided at a General Meeting. In the event of such dissolution, any assets held in the name of the Society after all debts have been paid may be disposed of by the Committee for such charitable purpose as shall be decided by the Committee.

## **12.The Constitution**

- (i) Alterations to the Constitution shall require the approval of two-thirds of those present and entitled to vote at a general meeting. Suggested alterations shall be notified to the Members of the Society not less than 21 days before the AGM or SGM
- (ii) A copy of this Constitution may be viewed on the Society's website or obtained from the Honorary Secretary.